

12.165 EMERGENCY RECALL AND TEST RECALL

Reference:

Procedure 12.170 - Civil Disturbance Operation
Procedure
Standards Manual - 11.2.1, 11.3.1, 46.1.9

Purpose:

Increase the efficiency of emergency recall.

Establish a Division wide system of testing the efficiency of emergency recall.

Procedure:

A. General Guidelines:

1. Each supervisor will maintain and keep readily available at all times an up-to-date list of the personnel under his command. This list will contain their rank, name, address, telephone number, permanent car number, and SWAT designation, if applicable.
 - a. Sworn personnel named on this list are subject to an actual or test recall. Only civilian personnel needed during an emergency should be so designated and included in an actual or test recall.
 - b. Each district, section, unit, shift, will submit a current Chain of Notification Recall Roster in the approved format (see page 5) to their bureau commander. The roster will be updated and submitted immediately whenever a change occurs.
 - 1) The bureau commanders will maintain an updated recall list of personnel under their command.
2. Each bureau commander will submit a recall list to Police Communications Section (PCS) listing his name and the names of five alternates, home phone numbers, pager numbers, and cellular phone numbers.
 - a. PCS will contact each bureau commander or an alternate to initiate recall within that bureau.

B. Actual Emergency Recall:

1. Upon initiation of a Phase II, PCS will initiate an all city broadcast and teletype message indicating a Phase II is in effect. PCS will telephone each district, Criminal Investigation Section (CIS), Traffic Section, Park Section, and each bureau commander or designee.
 - a. PCS will give instructions indicating the number of off-duty personnel to recall.
2. Responsible command personnel will contact the available ranking off-duty supervisor for the unit or shift to be recalled. Instruct this supervisor to recall the requested number of off-duty personnel and have them report for duty fully equipped.
 - a. This ranking off-duty supervisor will use his associate supervisors to assist with notifications so all off-duty personnel may report for duty as quickly as possible.
 - 1) Patrol Bureau personnel will normally report to their unit of assignment.
 - 2) Other Division personnel will report as directed in their internal CDOP plan.
 - b. Normally, Division personnel will not make long distance telephone calls for actual recall. The Division OIC may authorize calls to mobilize needed command personnel, SWAT personnel, etc.
 - c. Supervisors involved in the recall operation will keep a record of recall activity on a Mobilization Alert (Form 586).
 - d. The supervisor in charge of the scene where recalled personnel report will maintain and log the time each recalled member reports for duty.

C. Test Recall:

1. The Police Chief may initiate a Division wide test recall.
 - a. Bureau and district/section commanders may institute additional tests for personnel under their command.
2. PCS will teletype a message to each district/section/unit involved indicating a test recall is being conducted.
 - a. PCS will follow up the teletype message with a telephone call to each district, CIS, Traffic Section, Park Section, and each bureau commander or designee.
3. Bureau commanders will contact their district/section commanders to initiate a test recall of their respective personnel.
 - a. Ranking on-duty and off-duty supervisors will use other supervisors to assist with the test recall so all off-duty personnel may be contacted as soon as possible.
 - b. A test recall will include all off-duty personnel except those off sick or injured. Division personnel will not make long distance telephone calls.
4. If, when calling off-duty officers, an answering machine is reached, the supervisor will leave a message advising the officer to call back within the time limit of the test recall.
 - a. If the officer responds before the end of the test recall, list the officer as contacted.
 - b. If there is no response, or the officer responds after the time limit, list the officer as not contacted.
5. The test recall will begin upon notification by PCS and will terminate one hour later.
 - a. PCS will notify bureau commanders, districts, CIS, Traffic Section, and Park Section of the official start time of the test recall.

- b. Supervisors can make second calls during a test recall. No calls will be made after the one hour limit.
- 6. Upon termination of a test recall, supervisors will use the Form 586 to show the time off-duty personnel were contacted.
 - a. Forward the completed Form 586 to the district/section/unit commander.
- 7. Each district/section/unit commander will complete a Recall Test Alert (Form 586A) and forward it to the bureau commander.
 - a. Base all statistics on the Form 586A only on personnel subject to recall.
 - b. Attach to the Form 586A, all copies of the Form 586.
- 8. Bureau commanders will review these reports and forward the original to the Police Chief and copies to the CDOP chairman. The CDOP chairman will evaluate Division wide test recalls and make appropriate recommendations to the Police Chief.

RECALL ROSTER

UNIT NAME (IN CAPS)

REVISION DATE

| RANK | NAME | ADDRESS | PHONE | PERMANENT CAR# |
|---------|-------------|--------------------|--------------------------------------|-------------------|
| **Capt. | LAST, First | 1234 Somewhere St. | 555-1212 555-1313-P 555-1414-C | 400 |
| * Lt. | LAST, First | 4567 Nowhere St. | 555-1515 | 420 |
| * Sgt. | LAST, First | 789 Everywhere St. | 555-1616 555-1717-O | 421 SWAT |
| PS | LAST, First | 345 Maple Av. | 555-1122 | |
| PO | LAST, First | 789 Vine St. | 555-3344 | |
| PO | LAST, First | 678 Walnut St. | 555-4455 | |
| * Sgt. | LAST, First | 234 Circle Av. | 555-7788 | 422 |
| PO | LAST, First | 678 Grove Pl. | 555-8899 | |

INSTRUCTIONS FOR RECALL ROSTER FORMAT

The Recall Roster will be completed and stored on the Unisys Computer System for easy update and revision. The roster will be updated whenever any change occurs.

The roster will contain the rank, name, address, telephone number, cellular telephone number, permanent car number, and SWAT designation (if applicable) of all personnel subject to recall. Sworn supervisory personnel will be listed by rank and rank seniority. Do not include additional information.

The roster will have a one inch (1") margin on the left side of the document. Recommended settings on the Unisys Computer right margin at .75 and text width at 6.75.

The person with primary notification responsibility will be designated with an indication of "***" before the rank. A minimum of four persons with secondary notification responsibility will be designated with an indication of "*" before the rank. Telephone numbers will be indicated as "P" for pager, "C" for cellular phone, and "O" for others after the telephone number. All permanent radio call numbers and SWAT designation (if applicable) will be indicated.

List all sworn personnel subject to recall, actual or test. Only those civilian personnel needed during an emergency, actual or test, should be listed.

Colonel _____, Police Chief

RECALL TEST ALERT

The results of the Recall Test Alert held on _____
 at _____ hours by _____
follows:

| | <u>SWORN/CIVILIAN</u> |
|--|-----------------------|
| Total number of personnel | / |
| Total number of on duty personnel | / |
| Total number of off duty personnel contacted | / |
| Percent of total off duty personnel contacted | / |
| Total personnel available | / |
| <u>Percent of total unit personnel available</u> | <u>/</u> |

Procedure 12.165 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page 12

C.D.O.P. (Cont.):

| | |
|--|--------|
| Emergency Recall and Test Recall Alert | 12.165 |
| Actual Emergency Recall pg. 2 | |
| General Guidelines pg. 1 | |
| Recall Roster, Chain of Notification pg. 1 | |
| Test Recall pg. 2 | |

Page 27

EMERGENCY:

| | |
|--|--------|
| Recall and Test Recall Alert | 12.165 |
| Actual Emergency Recall pg. 2 | |
| General Guidelines pg. 1 | |
| Recall Roster, Chain of Notification pg. 1 | |
| Test Recall pg. 2 | |

Page 65

| | |
|---|--------|
| Recall, Emergency and Test Recall Alert | 12.165 |
| Actual Emergency Recall pg. 2 | |
| General Guidelines pg. 1 | |
| Recall Roster, Chain of Notifications pg. 1 | |
| Test Recall pg. 2 | |

Page 76

S.W.A.T. (Cont.):

| | |
|--|--------|
| Emergency Recall and Test Recall Alert | 12.165 |
| Actual Emergency Recall pg. 2 | |
| General Guidelines pg. 1 | |
| Recall Roster, Chain of Notification pg. 1 | |
| Test Recall pg. 2 | |

Page 77

| | |
|--|--------|
| Test Recall Alert; Emergency Recall Alert | 12.165 |
| Actual Emergency Recall pg. 2 | |
| General Guidelines pg. 1 | |
| Recall Roster, Chain of Notification pg. 1 | |
| Test Recall pg. 2 | |